

DOCUMENT DISTRIBUTION

Purpose This Meteorology and Air Quality Group (MAQ) procedure describes the process for distributing and maintaining controlled procedures, plans, and other types of controlled documents.



Scope This procedure applies to the process of distributing controlled documents (such as plans and procedures) prepared by the Meteorology and Air Quality Group.

In this procedure This procedure addresses the following major topics:

| Topic | See Page |
|--|----------|
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Hazard Control Plan The hazard evaluation associated with this work is documented in HCP-MAQ-Office Work.

Signatures

| | |
|--|------------------|
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| Approved by:  Jean Dewart, Group Leader | Date: 5/20/03 |

05/21/03

CONTROLLED DOCUMENT

This copy is uncontrolled if no signatures are present on printed copies. Users are responsible for ensuring they work to the latest approved revision.

General Information about This Procedure

Attachments This procedure has the following attachments:

| Number | Attachment Title | No. of pages |
|--------|--|--------------|
| 1 | Example of E-mail notification to document users | 1 |

History of revision

This table lists the revision history and effective dates of this procedure.

| Revision | Date | Description Of Changes |
|----------|---------|---|
| 0 | 2/22/96 | New document. |
| 1 | 3/13/01 | Added steps for updating web page of controlled documents and made editorial changes throughout. |
| 2 | 5/22/03 | Eliminate receipt acknowledgments process and describe new process for web posting and e-mail notification to document users. |

Who requires training to this procedure?

The following personnel require training before implementing this procedure:

- procedure control coordinator

Not required to train to this procedure are:

- recipients and requesters of controlled procedures

General information, continued

Definitions specific to this procedure

Controlled Procedure: Written or pictorial information that is prepared, reviewed, and approved in accordance with established procedures; contains a document identification number and controlled document and copy numbers; is subject to revisions control; and is provided to designated individuals on controlled distribution lists.

List of Available Procedures: A document that lists, at a minimum, the title, effective date, and current revision of each controlled procedure.

References

The following document is referenced in this procedure:

- MAQ-024, "Personnel Training"
 - MAQ-022, "Preparation, Review, and Approval of Procedures"
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Note

Actions specified within this procedure, unless preceded with "should" or "may," are to be considered mandatory guidance (i.e., "shall").

Requesting controlled documents

Background Controlled documents are intended to be available to all workers. Starting in 2003, paper copies were no longer distributed by the group. All individuals have access to computers and can view and print (when needed) any controlled document. Workers are responsible for ensuring they are working to the latest version of a controlled document.

A few sets of paper manuals are maintained in the group office or for special purposes or recipients.

The group controlled document coordinator maintains an e-mail list of those who need or wish to be notified of controlled document distributions. An e-mail notification will be sent whenever a new controlled document is issued.

Why do distributions? Distributions of controlled procedures are made for three major reasons: a new procedure is being released, a current procedure is being replaced by a revision, or an individual has requested a copy of one or more existing procedures.

All employees need to be aware of the existence of other controlled procedures or documents that could govern their work.

Requesting notification of controlled document distributions Any individual outside MAQ may request to be notified when a new controlled procedure is issued by contacting the procedure control coordinator

Distributing controlled documents

Issuing new procedure numbers

The **QA Officer** keeps a log of group procedures and their numbers. When a request for a new number is made, the QA Officer issues new numbers to the preparers of procedures and records the new titles and numbers on the log of procedures (see MAQ-022).

Logging new or revised procedures

The **procedure control coordinator** receives final approved procedures ready for distribution from preparers or the QA Officer.

Steps to

To prepare a new distribution, the **procedure control coordinator** performs the following steps:

| Step | Action |
|------|--|
| 1 | For new or revised procedures, write the effective date of the procedure on the cover page (page 1) and on the History of Revisions table (page 2) of the printed copy. The effective date is always after the approval signature dates and should be the anticipated date of first distribution. |
| 2 | On the Word version of the document, type in the effective date on the first page header and in the History of Revisions table. |
| 3 | Scan the hand-written signatures on the first page (and sometimes second page) and electronically insert these into the Word document: <ul style="list-style-type: none"> • save the scan as a .tif or .bmp file. • insert as a picture into Word document. • set to float over text and set wrapping to 'none'. • use Word program to crop to edges of signature box. • size and position to cover the underlying signature table. |
| 4 | Convert the new document to PDF format. |
| 5 | Check the document in the PDF format against the printed copy: look for proper pagination, format, proper signatures, etc. |
| 6 | In the Document Control database, update the revision number and effective date. Correct the document title if necessary. |
| 7 | Request the group web page administrator to post the new or revised document (and remove deleted documents) to the group web page where controlled documents are available. |
| 8 | When the new document is available on the web page, notify all group members and external individuals on the notification list that a new document is available (see example e-mail in Attachment 1). |

Steps continued on next page.

Distributing controlled documents, continued

| Step | Action |
|------|---|
| 9 | Use the document control database to issue a limited number of paper copies, with unique copy numbers and receipt acknowledgments, to document holders. |

Update web listing of controlled procedures

The **web page administrator** makes appropriate changes to the web page that lists and links to the controlled documents.

Periodically, the **web page administrator** checks the web page listing of available documents against the List of Available Procedures to ensure the lists match. Bring any discrepancies to the QA Officer.

Maintenance of superseded controlled documents

Background Copies of superseded procedures are available for reference, if needed. These copies are kept by the procedure control coordinator and are available on the group's internal network.

Superseded procedures The **procedure control coordinator** files a copy of all superseded controlled documents and ensures the obsolete versions are saved on the group's computer network drives. Paper copies and the original copy of the documents should be marked:

SUPERSEDED BY:

(Document title and date)

Records resulting from this procedure

Records

The following records generated as a result of this procedure are to be submitted as records to the Records Coordinator:

- superseded controlled documents

EXAMPLE OF E-MAIL NOTIFICATION OF DOCUMENT DISTRIBUTION

This e-mail is notification that the following controlled documents have been issued or revised by the Meteorology and Air Quality Group. They are available on the group's web page at <http://www.airquality.lanl.gov/QA.htm>. If you use these documents, you are responsible for ensuring you train to the new document. If you need a hard copy, you may print out the document. Please remember to mark obsolete revisions as "Superseded".

To be removed from this notification (not applicable for MAQ employees), please contact April Baldonado at 665-5416 or abaldonado@lanl.gov.

Example